

*American Embassy Pretoria
January 25, 2006*

An Equal Opportunity Employer

VACANCY ANNOUNCEMENT

POSITION: Information Resource Center (IRC) Technician, FSN-7; FP-7

LOCATION: Johannesburg

OPENING DATE: January 25, 2006

CLOSING DATE: February 8, 2006

WORK HOURS: Full-Time Employment: 40 hours/week

SALARY: EFM/MOH/OR:

- EFM grade: FP-7
- Ordinarily Resident: Starting salary R121,558 per annum, plus benefits

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT ALLOWING APPLICATION FOR A WORK PERMIT BEFORE BEING ABLE TO APPLY. IF THE APPLICANT HAS NOT HAD DIRECTLY RELEVANT EXPERIENCE, THE APPLICANT MAY BE HIRED AT A TRAINEE LEVEL BELOW THE FULL PERFORMANCE LEVEL. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Consulate General in Johannesburg is seeking the services of an Information Resource Center Technician.

BASIC FUNCTION OF POSITION

Provide basic IRC service, including responding to routine requests for information, directing IRC users to relevant information, conducting basic reference searches, managing circulation of books and other IRC materials, orienting new IRC users, etc. Photocopy, assemble, package, and label PAS publications for distribution, and prepare information packages for a wide range of PAS activities. Maintain stocks of publications, posters, paper shows, and other materials for ready access by PAS staff. Assist and serve as back up to the FSN-9 Media Assistant and the FSN-8 Audio Visual Technician.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office of the U.S. Consulate General in Johannesburg. Contact Mrs. Bronwyn Daniels at (011) 644-8175.

QUALIFICATIONS REQUIRED

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion. Curriculum vitae that do not address all requirements will not be considered.

1. Two years of post secondary education in a humanities, social science or similar field that requires substantial library research and writing required.
2. Two to three years of relevant and progressively responsible professional experience required.
3. Level IV English – fluent in reading, writing and speaking required.
4. Requires sound knowledge of:
 - a. Basic desktop publishing software (advanced MS Word, MS Office Publisher);
 - b. U.S. reference and resource materials in area emphasized by the Mission Program Plan (MPP); and
 - c. Public Affairs objectives and themes.
5. Use of Microsoft Office suite to produce professional-looking publications; and reproduce using color and black/white printers and photocopiers, binding machine, lamination machine, etc required. Ability to establish and maintain organizational systems for a varied inventory of publications and other printed materials. Ability to draft correspondence, reports, and other written work using the Microsoft product suite required.
6. If a South African citizen is selected, a full field background investigation will be conducted by the Regional Security Office. If an American citizen is selected, the appropriate level of security certification or clearance will be determined by the RSO based on the job description.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address their status in the application.

Other criteria to be considered in the selection include:

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Employees currently on probationary status are not eligible to apply.
3. Applicants must be eligible for employment under South African laws and regulations.

TO APPLY

Interested candidates for this position should submit the following:

1. For U.S. citizen applicants: Application for Federal Employment (SF-171) or Optional Application for Federal Employment (OF-612)
2. For all: Curriculum vita addressing all requirements.

SUBMIT APPLICATION BY E-MAIL ONLY TO: HROJohannesburg@state.gov (and include in Subject Line: Application for Information Resource Center Technician position)

POINT OF CONTACT

Mrs. Bronwyn Daniels

Telephone: (011) 644-8175

DEFINITIONS

1. Appointment Eligible Family Member (EFM): U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. Member of Household (MOH): 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) will reside at post with the employee.
3. Ordinarily Resident (OR): The applicant is in the host country as a citizen, legal permanent resident, or holder of a non-Diplomatic visa/work and/or residency permit. This person comes under local labor law. This category also includes Members of Household (MOHs) who are NOT on the travel orders and who need a work permit to work legally in country, and all non-US citizen EFMs who are in their country of citizenship.
4. Not-Ordinarily Resident (NOR): The applicant is an Appointable Eligible Family Member (AEFM) or an Eligible Family Member (EFM) on the travel orders of a Foreign Service, Civil Service, or uniform Officer permanently assigned to post and under Chief of Mission authority. These people have diplomatic visas, do not come under local labor law, and thus do not need work permit. This category may also include other individuals who are NOT on the travel order, and/or do NOT need a work permit, and do NOT come under local labor law to legally work in country.

CLOSING DATE FOR THE POSITION: February 8, 2006